
FLOOR WARDEN AND FIRE SAFETY DIRECTOR PROCEDURE

1.0 PURPOSE

This procedure identifies the duties and responsibilities of City floor wardens. The mission of these individuals is to help ensure the safety of facility occupants during emergencies. Floor wardens are trained to understand, react to, and provide assistance during emergencies. Examples of emergencies include, but are not limited to, fire, earthquakes, evacuations, bomb threats, power outages, and floods.

This procedure shall rely on a structure involving six basic groups:

- Floor Wardens (Primaries and Alternates)
- Building or Facility maintenance supervisor(s)
- City Safety Officer
- Security
- Police Department
- Fire Department

2.0 POLICY

The city shall establish a floor warden procedure and require implementation by all departments for all facilities. Each facilities Emergency Action Plan must be specific to each affected city-occupied facility and enforced accordingly by each department. Management must support the purpose and duties as outlined in this procedure.

This procedure shall comply with regulations found in T8 CCR 3220 (b)(1) and T19 CCR 3.09.

3.0 DUTIES AND RESPONSIBILITIES

Every floor warden shall be recognized as a key responder during an emergency. They shall be trained to prepare for and coordinate activities with management, staff, and patrons prior to and during emergency. In addition, they will provide training to non-floor warden staff as prescribed in section 4.0 of this procedure. All floor wardens, whether primary or alternate, shall receive equivalent training.

3.1 Primary Floor Warden**Pre-Emergency Duties:**

- 3.1.1 Ensure that at least one Floor Warden is on-duty **and present** in their assigned area during normal working hours.
- 3.1.2 Ensure that their assigned floor warden cabinets, supplies, and equipment are maintained at the designated floor warden station and are in “ready” working order.

- 3.1.3 Ensure that work areas are regularly inspected for evacuation hazards (i.e. blocked aisle ways) and that exit paths and doors are never obstructed.
- 3.1.4 Ensure that all staff in their area are trained in basic emergency procedures and on the facility Emergency Action Plan.
- 3.1.5 Ensure that at least two employees have been assigned and trained to assist disabled individuals during an emergency.

Emergency Duties:

- 3.1.6 During an emergency, If possible, put on the floor warden vest (orange or green) for easy identification.
- 3.1.7 The first floor warden on the scene of an emergency shall take the lead unless otherwise relieved by another floor warden, police, or fire department personnel.
- 3.1.8 If evacuating a building, assist building occupants in relocating safely to the pre-designated areas.
- 3.1.9 Communicate with employees, management, City Safety Officer and other emergency response personnel.
- 3.1.10 Conduct a headcount using an accountability roster and reporting missing employees to the City Safety Officer or Building Designee at the Fire Department's Command Post.

3.2 Alternate Floor Warden

- 3.2.1 During an emergency, act as primary floor warden in their absence and perform duties as required.
- 3.2.2 Act in a support role, or back-up, to the primary floor warden.
- 3.2.3 During an evacuation, conduct a sweep of the floor to ensure that all personnel has evacuated.

3.3 City Safety Officer shall:

- 3.3.1 Ensure that emergency procedures training is provided for all floor wardens. Training shall include, but not be limited to:
 - CPR/AED
 - First Aid
 - Bloodborne Pathogens
 - Weapons of Mass Destruction
 - Bomb Threat Awareness
 - Fire Extinguisher
 - Life Safety & Evacuation
- 3.3.1 Ensure that all training records are maintained.
- 3.3.2 Develop/assist and maintain written emergency procedures for City facilities.

3.4 Building Services Supervisor shall:

- 3.4.1 Ensure that all essential support staff receive appropriate training in accordance with the City Safety Officer.
- 3.4.2 Cooperate with fire and police departments.
- 3.4.3 Ensure that all building life-safety systems are operational.

3.5 Security Officers (employed by City) shall:

- 3.5.1 Participate in floor warden training if their role is to assist in building evacuations.
- 3.5.1 Provide necessary support to floor wardens, police and fire departments in the event of an emergency.

4.0 TRAINING

4.1 Floor Wardens

All Floor Wardens shall receive initial and refresher training through the City Safety Office in the following topics:

- a. AED/CPR (annual)
- b. First-aid (Every 3 years)
- c. Bloodborne Pathogen (annual)
- d. Fire Extinguisher (annual)
- e. Bomb Threat Awareness (Every 2 years)
- f. Life Safety, Earthquake, & Evacuation (Every 2 years)
- g. Weapons of Mass Destruction (Every 3 years)

4.2 Non-Floor Warden Employees

4.2.1 All employees shall receive initial and annual re-training on the following via classroom, online, or video training:

- a. Emergency communication (911 activation)
- b. Evacuation routes
- c. Life-safety features and equipment of the facility
- d. Fire prevention awareness

4.2.2 Independent contractors and vendors working in a city facility must also receive emergency and evacuation safety orientation prior to the start of work.